



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF PENNSYLVANIA**

VACANCY ANNOUNCEMENT

POSTING DATE: May 15, 2019
VACANCY NUMBER: **19-13E**
POSITION TITLE: **Financial Manager** (Full-Time)
LOCATION: Philadelphia, Pennsylvania
SALARY RANGE: CL-31 (\$106,830 to \$166,500)
Salary commensurate with qualifications and experience
CLOSING DATE: Open until filled

POSITION OVERVIEW: The Eastern District of Pennsylvania is seeking qualified applicants for the position of a full-time Financial Manager. The position is located in the Clerk's Office of the U.S. District Court in Philadelphia. Occasional travel within the district may be required. Reports to the Clerk of Court. The Financial Manager performs professional and managerial work including oversight responsibility, problem solving and short- and long-term planning for all aspects of the financial functions of the court. The manager ensures accuracy and completeness of data, quality of service and the timely implementation of operational strategies. The incumbent directs the supervisor, budget analyst and financial specialist and ensures compliance with internal controls, government requirements, regulations, and policies. Provides the organizational vision of financial operations.

REPRESENTATIVE DUTIES:

- Manage, develop, and mentor supervisory and support staff involved in financial activities, including establishing performance standards, assigning and reviewing work, setting training goals, evaluating performance, and handling disciplinary actions.
- Recommend employee appointments, promotions, and separations.
- Manage and oversee the day-to-day accounting and financial functions of the court. Perform thorough quality control checks and assure the efficiency and effectiveness of the department. Maintain accurate documentation, statistics, and employee records. Establish work procedures, conduct staff meetings, provide information, and ensure work is delegated fairly and consistently.
- Initiate and maintain a comprehensive training program for all employees having financial responsibilities and duties. Ensure that employees are kept informed of regulations and procedures issued by the Administrative Office relating to financial matters.
- Identify operational issues and resolve interdepartmental challenges.
- Oversee and perform accounting for all monies paid into the court including fees, fines, restitution, penalties and forfeitures, money paid pending the outcome of litigation, court costs, bail bonds, etc., and refunds and reimbursements to appropriations. Classify all accounting transactions relating to the court in accordance with regulations issued by the Department of Treasury and by the Administrative Office of the United States Courts.
- Oversee the review of all vouchers related to expenses submitted by the court and Clerk's Office for propriety of payment and proper classification of the funds disbursed.

- Maintain and analyze accounting records which support all funds deposited to or disbursed from the U.S. Treasury, registry funds and the non-appropriated fund.
- Perform bank and Treasury reconciliations. Prepare reports and financial statements for submission to the U.S. Treasury, the Administrative Office, and court officials as necessary.
- Oversee the CJA eVoucher program. Certify eVoucher payments.
- Represent the court in both oral and written responses to financial questions and audits.
- Provide oversight of the CRIS (registry) funds. Assist members of the bar with regulations for disputed ownership funds (interpleader) deposits vs. liquidity fund deposits. Ensure that all orders of the court involving both the commercial and treasury registry fund accounts are carried out promptly and accurately and perform quality control on the accounting for same.
- Develop and contribute to Clerk's Office policy at the direction of the Chief Deputy and the Clerk of Court.
- Manage the financial electronic records program and sign-off on destruction of records after quality control and quality assurance reviews.
- Manage the non-appropriated fund (NAF). Prepare checks consistent with the NAF Plan, initiate NAF fund transfers, update fund ledgers, maintain accounting records and provide monthly, quarterly and yearly reporting as required by the Clerk. Participate in periodic audits.
- Develop and maintain a system of internal controls to ensure proper segregation of accounting functions and to assist in the prevention of errors and detection of fraud. Ensure that the yearly review of the internal control procedures is complete, accurate and properly documented for audit purposes. Approve the yearly internal audit and recommend procedures to address findings.
- Maintain files on all matters pertaining to audit and financial activity of the court. Prepare responses to audit reports for the Clerk.
- Manage end-of-fiscal year processes. Manage opening of new fiscal years.
- Oversee the 1099 process.
- Oversee the small purchase, centrally billed travel and individual travel card programs including new accounts, closing accounts, monthly auditing of accounts and problem solving with Citibank.
- Maintain domestic and foreign passports court-ordered for surrender. Update log of all passports. Return passports to defendant or State Department or Immigration and Customs Enforcement (ICE) or to the consulate of the issuing country, as ordered.
- Coordinate financial projects with the AO.
- Identify coworkers who require access to Treasury automated systems and coordinate the applications through the AO and Treasury. Handle recertifications.
- Brief the Chief Deputy and Clerk of Court on Treasury initiatives that should be considered to increase operational effectiveness, efficiency and agility.
- Notify the U.S. Attorney's Office and Probation Office of the collection of fines, special assessments, penalties, and restitution payments by defendants, as required.
- Develop business processes that improve the overall effectiveness of financial management, including the implementation of improved methods, systems, and procedures.
- Communicate clearly and effectively, both orally and in writing, to explain complex financial and budgetary concepts to individuals and groups with varying experience and backgrounds.
- Interact effectively with the public and staff, providing exceptional customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures.

- Comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements, including handling confidential information in a variety of contexts. Demonstrate sound ethics and good judgment at all times.
- Any additional duties, as directed.

MINIMUM QUALIFICATIONS:

Only applicants meeting the following qualification requirements will be considered:

- Candidates must have a bachelor's degree. Degrees in accounting, finance, business, and public administration are preferred.
- Candidates must have at least five years of specialized experience. Specialized experience consists of progressively responsible administrative, professional, supervisory or managerial experience that provided an opportunity to gain skill in developing the interpersonal work relationships needed to lead a team of employees.
- Candidates must exhibit the ability to exercise mature judgement.
- Candidates must exhibit knowledge of the concepts, principles and theories of management.
- Candidates must exhibit the ability to understand the appropriate application of management policies to workplace situations.

CONDITIONS OF EMPLOYMENT: Employees of the Court are excepted service appointments, considered "at-will," and can be terminated with or without cause. All judiciary employees are required to adhere to the Judicial Code of Conduct. The selected candidate must successfully complete a background investigation and every five years thereafter will be subject to an updated investigation similar to the initial investigation. Applicants must be U.S. citizens.

BENEFITS: Employees of the Court are entitled to federal benefits including health insurance, vision and dental insurance, life insurance, long-term care insurance, flexible spending accounts, retirement benefits, participation in Thrift Savings Plan (similar to a 401K plan), paid federal holidays, and paid annual and sick leave.

HOW TO APPLY: Qualified applicants must submit the following: (1) a cover letter; (2) a detailed resume; (3) a list of at least three references, with current contact information; and (4) a completed AO-78 Federal Judicial Branch Application for Employment (www.uscourts.gov). *Your application will not be accepted if any of the requirements is missing.*

Completed applications should be forwarded to Human Resources:

paedhumanresources@paed.uscourts.gov

Expenses associated with interviews or relocation will not be reimbursed. Applicants scheduled to interview should advise the Human Resources staff if any accommodation will be necessary.

**The Clerk's Office of the United States District Court for the Eastern District of PA
is an Equal Opportunity Employer**